IBM Training Guide

Selectric® Composer and Magnetic Tape Selectric® Composer

Bold/Light Feature

ABCDEFGHIJKLM
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IBM "Selectric" Composer and
IBM Magnetic Tape "Selectric" Composer

Bold/Light Feature
Training Guide

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INTRODUCTION

An IBM "Selectric" Composer or IBM Magnetic Tape "Selectric" Composer equipped with the Bold/Light Feature can simplify the setting of catalogs, price lists, directories, etc., containing bold numbers.

On the Bold/Light Fonts, bold numbers replace the symbols on the number row of regular alphabetic Fonts.* With the bold numbers on the same Font with medium-weight numbers and alphabetic characters, the number of Font changes is reduced, thereby simplifying the setting of the copy.

The bold numbers require character unit values different from the symbols on a regular alphabetic Font. Therefore, to retain good character fit, this feature modifies the Composer by changing the character unit values of the uppercase number row. In addition, the Bold/Light Feature for the MT/SC includes precons which have been modified to include these character unit values.

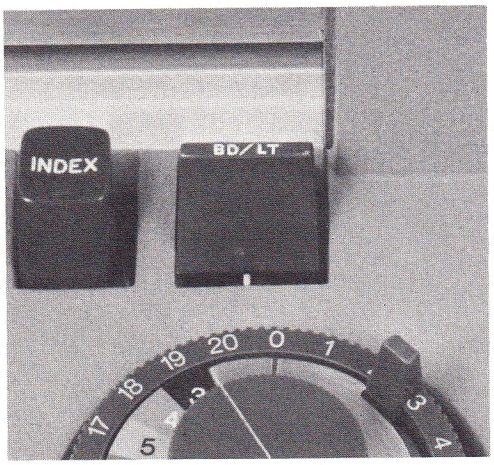
*Regular alphabetic Fonts are the nonspecialized Fonts which have only the top identification of type style or family, size, and weight.

CHARACTERISTICS OF BOLD/LIGHT FEATURE

Before learning about the Bold/Light Feature, you should have a thorough knowledge of the operation of the Stand-alone Composer or MT/SC.

If the Bold/Light Feature is on a Stand-alone Composer, you should read the sections, "Characteristics of Bold/Light Feature" and "Composer Operating Instructions" of this book.

If the feature is on a Composer that is part of the MT/SC, you should read the sections, "Characteristics of Bold/Light Feature" and "MT/SC Operating Instructions" of this book.



Feature Lever

When the Composer is equipped with this feature, there is a lever to the right of the Index Key imprinted "BD/LT."

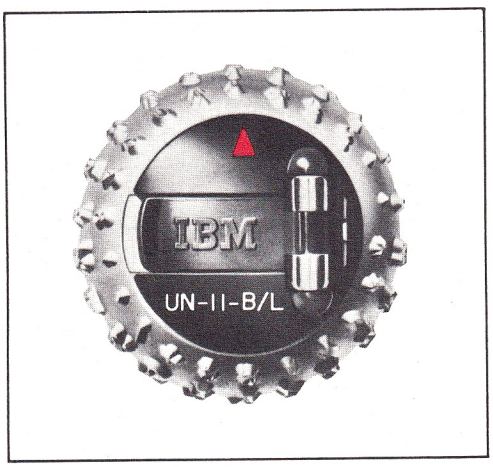
When this Feature Lever is pulled *toward* you, the Composer will have its regular units-per-character escapement. Push the lever *away* from you, as it is in the photo, to activate the feature. With the lever in this position, the units per character escaped change to accommodate the bold numbers on the Bold/Light Fonts.

Pull the lever toward you to return to the regular character escapement.

Fonts

There are two kinds of Fonts that may be used on a Composer or MT/SC with this feature—regular Fonts* and Bold/Light Fonts.

Machine adjustments (impression setting, escapement setting, etc.) for the Bold/Light Fonts are the same as for a regular alphabetic Font of the same style, size, and weight.



Font Identification

The Bold/Light Fonts are identified by a "B/L" in the weight position on regular alphabetic Fonts. For example, UN-11-B/L denotes a Univers type style, 11-point type size Font, with the bold numbers.

The Fonts available for use with the Bold/Light Feature are in the medium-weight Univers type style in 11- and 10-point type sizes.

*Regular Fonts are all Fonts (including Mathematical, Greek, Technical, etc.) that have the same character unit values as the regular alphabetic Fonts for each keyboard location.

Keyboard Arrangement

Remember, setting copy that requires bold numbers is simplified because the symbols on the number row are replaced by the numbers 0 through 9 in a bold weight. The keyboard sequence of the bold numbers is identical to the sequence of the regular numbers. In other words, the bold number one is the uppercase of the regular number one; the bold two is uppercase of the regular two, etc.

Character Unit Values

All the numbers, whether bold or medium, are six-unit characters which gives the bold numbers the same good graphic appearance as the regular Font numbers.

Of course, the bold numbers are six units each only when the Feature Lever is in the bold/light position. For example, with the lever pushed away from you and with a UN-11-B/L Font on the Composer, the numbers look like this **1234567890**. However, with the lever pulled toward you in the regular position and with a UN-11-B/L Font on the Composer, the numbers look like this: **12345 67 890**.

All other characters on the keyboard and Font have the same unit values for bold/light that they have for the regular Composer. Use the Character Unit Values Chart in the basic training guide to determine unit values of these characters.

As you begin to use the Bold/Light Feature and Fonts, you will become accustomed to the minor changes in the keyboard arrangement very quickly.

You have no new procedures to learn in order to set copy with this feature. You will follow the basic procedures for justified, flush right, centered, etc. copy presented in the training guide(s) for the IBM "Selectric" Composer with or without the Justification Feature.

Even when both Bold/Light and regular Font characters are used in a line or word, the basic procedures for setting copy do not change. However, it is important to change the Feature Lever.

Mixing Regular and Bold/Light Fonts

Any regular and Bold/Light *Fonts* of the same point size *may be freely intermixed.* This means that the Feature Lever can be moved at any point in the rough or final copy.

When changing from a Bold/Light Font to any regular Font and vice versa, it is necessary to move the Feature Lever. This lever controls the unit values escaped, thereby affecting the appearance of the bold numbers or regular symbols typed.

Pull the Feature Lever toward you before typing any uppercase top-row symbol with a regular Font. With the lever in this position, the regular Font character(s) typed will automatically receive the proper horizontal printing space.

When returning to the Bold/Light Font, push the Feature Lever away from you so that the bold numbers will automatically receive the proper horizontal printing space.

To see the differences in the horizontal spacing produced by the two positions of the Feature Lever, look at the three lines below. A Bold/Light Font was used for the alphabetic and numeric characters in all three lines. A regular Font of the same point size was placed on the Composer for the parentheses and percent sign in all three lines.

No. **24006** Photo Reduction Scale (%) . . . . . **0.50** each

No. **24006** Photo Reduction Scale (%) . . . . . **0.50** each

No. **24006** Photo Reduction Scale (%) . . . . . **0.50** each

Notice in the first line that the opening parenthesis and percent sign are farther from each other than they should be. This is because they were typed with the lever in the bold/light position. The parenthesis was given the six-unit escapement assigned this keyboard location by the Bold/Light Feature while it has only a four-unit escapement assigned by a regular Composer. Then the percent and closing parenthesis are touching, because the percent is an eight-unit

character printed in only six units of space with the lever in the bold/light position.

You can see that some of the bold numbers are touching in the second line. In this instance, the lever was in the regular position; the zeros and "6" were each given four units of escapement instead of six. The "5" was given eight units of escapement instead of six; therefore, there is extra space between the "5" and zero.

In the third line, each time the operator changed from the Bold/Light Font to a regular Font, the Feature Lever was also moved. Therefore, each character has the proper horizontal space, and the result is attractive copy.

The basic codes and their rules presented in the training guides* for copy marking, recording, and output *do not change* for the Bold/Light Feature, but a few operations vary slightly to accommodate the character set.

In the beginning, you will have to keep in mind the changes in the character set and the character unit values. They necessitate a unique procedure for printing regular Font characters during bold/light playback.

Besides giving the details on this procedure, the following instructions outline the other variations in operation.

Output

Preconditioning Tape

When the Bold/Light Feature is on a Composer that is part of an MT/SC, there is a special preconditioning tape.

The Precons 276, 280, and 281 on this tape are to be used *only* when copy is played back with the Bold/Light Feature and Fonts. These precons enter the character unit values for the bold/light character set (six units for bold numbers). Precon 276 functions exactly like basic Precon 256; Precon 280 is like basic Precon 260 (outline precon); and Precon 281 is like basic 261 (tabulation precon).

To enter (load) a Bold/Light Precon, turn the power on until the Clear Light comes on, search to the proper Reference Code, key in the precon number, and depress the Start Button. Loading time is approximately three minutes. When the precon has loaded, the machine will print out the precon number and the word LOADED.

Also included at the beginning of the Bold/Light Precon Tape is Precon Check 262 for determining which precon is loaded in the MT/SC.

Precon 263

Precon 263, the Playback Precon, is at Reference Code 4 on the Bold/Light Precon Tape. The Bold/Light Fonts should be used when the magnetic tape to be analyzed was recorded for printout with these Fonts.

The 263 Control Panel question: "Are you using a Graphic Font?" should be answered YES when playing back with a Bold/Light Font. The other 263 Control Panel questions and answers remain unchanged.

Playback Precon printout with a Bold/Light Font is identical to regular Font printout except that, when an EOT condition occurs

*You should be familiar with the material in these basic training guides: for copy marking–*MT/SC, Guide to Copy Preparation;* for recording–*MT/SC, Record Unit Training Guide MT/ST Models II and IV* (for Graphics) or *MT/SC, Record Unit (MT/SR) Training Guide;* for output–*MT/SC Output Unit Training Guide.*

and it becomes necessary to depress the Skip Button to resume printout, the bold "7" **(7)** prints in place of the character which caused the EOT condition.

Control Panel

The basic MT/SC Control Panel overlay is used with Precons 276, 280, and 281.

When a Bold/Light Precon is loaded, the sequence of the Control Panel lights, as well as their questions and answers, remains unchanged from the basic MT/SC lights.

Tape/Start Sequence

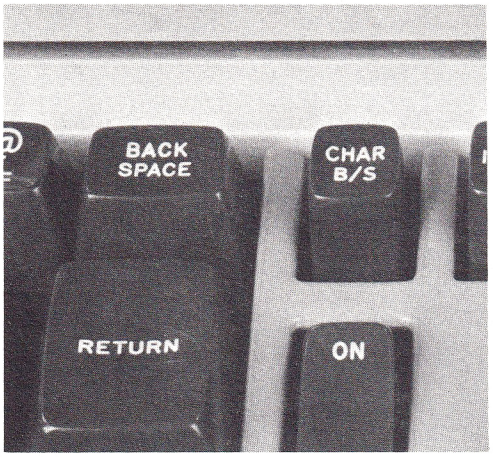
During playback with the Bold/Light Precons, the Feature Lever *must* be in the bold/light position (pushed away from you) and a Bold/Light Font on the machine before Tape/Start is depressed.

Hyphenations

When a word prints for hyphenation, with these precons a "colon" appears in the printed word instead of the parenthesis.

Answers to these questions provide the machine with basic layout and setup information. Questions for layout instructions are printed in white above the lights; questions for setup instructions are printed in red below the lights. First, you will "answer" the layout instruction questions by keying in YES, NO, or a number response with the function keys. When the layout instructions are complete, the red Setup Light will come on and you will answer the setup instruction questions by other responses also entered with the function keys.	QUESTION:S QUES– KEYI:NG KEY– KE:YS'

To reject hyphenation or to divide a word, follow the normal procedures. The word must be hyphenated to the left of, or at the point of, the colon. Depressing the Hyphen Key on the Control Panel will cause the hyphen to print. This character will appear at the end of the word when the word prints at the end of the next line.



Backspace Keys

During playback with this feature, it is necessary to backspace to reposition the Carrier after a regular Font character has been typed.

There are two Backspace Keys on the Composer. One, labeled Backspace, moves the Carrier back one unit at a time. The other, labeled Character Backspace (Char B/S), moves the Carrier back one full character at a time.

You recall that the number of units per character varies from one character to another. However, you do not need to memorize the units per character, because the Composer will "remember" for you. Simply depress the Character Backspace Key, and the Carrier will move back a complete character regardless of its size. (A space is considered a character when you are character backspacing.)

Depending upon the number of units per character, six or more characters may be in the "memory" at one time—up to 54 units. Therefore, if you need to backspace more than one character, you can.

If you inadvertently depress the Backspace Key when you meant to depress the Character Backspace, there is no need for concern. Just depress the Character Backspace Key, and the Composer will go back the remaining number of units for that character.

The Composer memory becomes effective with the *second* character typed after a Carrier return or tab. Each Carrier return or tab automatically removes the previously typed characters from the memory. Typing one character permits the memory to become operative with the second character. (If you need to backspace for the *first* character after a Carrier return or tab, use the one-unit Backspace Key.)

The Character Backspace Key is effective for up to 54 units—six or more characters—beginning with the second character typed after the Carrier return or tab.*

Record

As you begin to record for MT/SC bold/light playback, you will quickly become accustomed to the keyboard arrangement, and the symbols in the record copy that represent the bold numbers.

A standard MT/SR Recorder Element is used when recording for this feature; therefore the bold numbers "appear" on the record copy as symbols.

```
No. &+$        2 penny nails        ).%( dozen      /.)) gross
```

Use the basic MT/SC recording rules to prepare tapes on a Model II-K, or IV-K MT/ST or on a Model V MT/SR for bold/light playback at the MT/SC.

*If you use the regular Backspace Key, and then type a character, the Character Backspace Key does not become effective until another character is typed.

Techniques

Using Regular Fonts in Bold/Light Playback

While the MT/SC is playing back copy with the Bold/Light Precons 276, 280, and 281, any of the *regular Fonts can be used* to print characters.

The internal calculations of the MT/SC controlled by the Bold/Light Precons are made with the character unit values for the bold/light character set. The only difference between the unit values of Bold/Light Fonts and regular Fonts is in the top-row uppercase keyboard characters. Pulling the Feature Lever toward you (regular Font unit values) does *not* affect the internal calculations; therefore the following procedure must be used.

To change from a Bold/Light Font to any regular Font of the same point size for a top-row uppercase character, determine the unit value of the regular Font character(s). (Refer to the Character Unit Values Chart, a pocket aid in the MT/SC, Guide to Copy Preparation book, for the unit value of a regular Font character.*)

Do not record the regular Font character(s). Record a bold/light character(s) of exactly the *same unit value.* The following chart lists character unit values and suggested substitutes.**

SUGGESTED SUBSTITUTES
FOR REGULAR FONT CHARACTERS

Regular Character Unit Value	Tech. Comp. Substitutes
3	i
4	f
5	e
6	ii
7	if
8	ff
9	fe

The MT/SC uses the unit value of the substitute character(s) in its internal calculations. At the output unit the operator manually types the regular Font character(s) and no-prints the substitute character(s) during playback.

*Each upper- and lowercase keyboard location is assigned a particular unit value that is the same for any regular Font character in that keyboard location.
**You may select other substitute characters on which to standardize.

MARKED COPY

(2) 24/3 (S) reg slash, f (S), Image Distribution System an Approach Toward Personal Displays--Joe T. Ma, IBM Corp., Los Gatos, Calif.

(l) Order No. 759 (r) Membership price 4.50* (S) reg asterisk, ii (S),

RECORD COPY

```
6 j†$sreg slash,fs,+ Image Distribution System an Approach Toward Personal
7 Displays—Joe T. Ma, IBM Corp., Los Gatos, Calif.
8 lOrder No. &%(rMembership price $.%)sreg asterisk,iis,
```

OUTPUT COPY

24/3 Image Distribution System an Approach Toward Personal Displays—Joe T. Ma, IBM Corp., Los Gatos, Calif.
Order No. **759** Membership price **4.50***

In order for the operator to have control of the output unit, Stop Codes must immediately precede and follow the substitute(s). In the example above, notice the instructions to the output operator are included in the Stop Code preceding the substitute(s). The instructions indicate which regular Font to use and what regular character to type manually.

When the MT/SC stops during playback, the operator will:

1. Change to the appropriate regular Font.
2. Pull the Feature Lever to the regular position.
3. Type the character(s) manually.
4. Depress the Character Backspace Key once for each character typed manually.
5. Change to the Bold/Light Font.
6. Push the Feature Lever to the bold/light position.
7. Depress the No-Print Key.
8. Tape/Start.
9. Release the No-Print Key.
10. Tape /Start.

After manually typing the regular Font character(s) at the output unit, the character backspaces reposition the Carrier at the exact place that the stop occurred. Then, as the substitute character(s) are no-printed, the Carrier moves past the manually typed character(s). The manually typed character(s) and the substituted character(s) used for the internal calculations are equal; therefore, the copy plays back accurately justified, centered, flush right, etc.

The procedure outlined above is used only when regular Font characters from the top-row uppercase keyboard positions are needed. Since the remainder of the bold/light characters and the corresponding characters on any regular Font have identical unit values, Font changes involving these keyboard positions follow the usual Font change procedure. For example, when bold alphabetic characters are needed, Stop Codes should precede and follow the bold alphabetic copy. During playback, the operator changes to a bold regular Font and then to a Bold/Light Font. The Feature Lever can be moved, but it is not necessary because the characters have identical unit values.

Alternate Method–Using Regular Fonts

Rather than using the substitute character(s) method for mixing regular Fonts with Bold/Light Fonts, you may use Fixed Space Codes. The Fixed Space Codes would have approximately the same total unit value as the top-row uppercase regular Font character(s) to be typed. The following chart lists character unit values and the suggested number of Fixed Space Codes for each.

SUGGESTED FIXED SPACE CODES
FOR REGULAR FONT CHARACTERS

Regular Character Unit Value	No. of Fixed Space Codes
3	1
4	1
5	2
6	2
7	2
8	3
9	3

Since the Fixed Space Code is a nonexpandable three-unit space, the unit value of the fixed spaces recorded and used by the MT/SC for calculation is not always exactly the same as the regular Font character. However, this does not affect the accuracy of justification, centering, flush right, etc., if you follow the instructions below.

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(s)reg slash,(1)

(j) 24/3 Image Distribution System an Approach Toward Personal

IBM Corp., Los Gatos, Calif. Displays--Joe T. Ma,

(l) Order No. 759(r) Membership price 4.50*

(s)reg asterisk,(2)(2)

RECORD COPY

```
6 j†$sreg slash,,+ Image Distribution System an Approach Toward Personal

7 Displays—Joe T. Ma, IBM Corp., Los Gatos, Calif.

8 lOrder No. &%(rMembership price $.%)sreg asterisk,,,
```

OUTPUT COPY

24/3 Image Distribution System an Approach Toward Personal Displays—Joe T. Ma, IBM Corp., Los Gatos, Calif.
Order No. **759** Membership price **4.50***

A Stop Code is marked and recorded only at the point of the Font change—immediately preceding the Fixed Space Codes.

When the MT/SC stops during playback, the operator will:

1. Change to the appropriate regular Font.
2. Pull the Feature Lever to the regular position.
3. Type the character(s) manually.
4. Depress the Character Backspace Key once for each character manually typed.
5. Change to the Bold/Light Font.
6. Push the Feature Lever to the bold/light position.
7. Tape/Start.

Immediately after Tape/Start, the fixed spaces play back; this moves the Carrier past the manually typed character(s) the number of units used by the MT/SC to calculate justification, centering, flush right, etc.

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